



JOB DESCRIPTION

Position Title: **Senior Coordinator**

Working Area: **Information Services**

Class Code: **5311**

Exempt

EEO Code: **06**

Effective Date: **October 1, 2001**

Major Function

Coordinates the countywide computer equipment lease program and ensures legal software licensing countywide. Assists departments to order and install the appropriate equipment and software as part of these major programs. Responsible for assisting departments to find other computer equipment and software during the year to assist them in performing their jobs. Responsible for leasing program's financial account maintenance and database tracking. Responsible for countywide computer equipment leasing program and maintaining the software centralization program.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

- Coordinates with county departments/lease vendor to purchase and install the leased computers
- Coordinates with county departments/software vendors to purchase and install software as part of the centralized software program
- Establish hardware and software standards for countywide usage
- Recommend equipment and software to meet the needs of county departments
- Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department or division
- Interpretation and application of substantial variety of procedures, policies and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore analytical ability and inductive thinking are required. Problem solving involves identification and analysis of diverse issues
- Plans, coordinates, and maintains an efficient lease accounting system by monitoring lease accounts and posting assets to respective accounts; processing and tracking payments to lease program related consultants, vendors, and leasing companies; preparing monthly and quarterly financial reports for short and long range financial planning of the lease program; preparing and coordinating with County Finance all necessary adjusting entries.
- Maintain the lease inventory database and ensures legal software licensing countywide
- Project management to include the leasing program, as well as other coordination programs

Plans, organizes, develops, reviews, and revises accounting forms, fiscal statements, information systems, and procedures to promote efficient financial records.

Supports the countywide leasing program by updating information related to each piece of equipment, coordinating with the vendor and end user with issues related to the leased equipment, and coordination for the installation of new computer equipment.

JOB DESCRIPTION

Position Title: **Sr. Coordinator**

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Working Area: **Information Services**

Coordinates with County departments and divisions to purchase software as part of the countywide centralization program.

Coordinate and communicate with leasing companies and contract employees to ensure an efficient and productive service is provided to the end users of Seminole County.

Has responsibility or authority for the direction of temporary workers

Performs other duties as assigned or as may be necessary.

Minimum Qualifications

Thorough knowledge of accounting and purchasing principles and practices, as well as modern office practices. Knowledge of personal computers and software applications used for accounting functions, including Excel and Access. Basic knowledge of computer operations and software terminology and titles.

Ability to apply accounting procedures to practical applications. Ability to analyze and evaluate accounting data. Ability to follow detailed oral and written instructions. Ability to organize work and provide technical assistance to other accounting personnel. Ability to prepare complete and accurate complex accounting reports and statements. Ability to complete work assignments with a minimum of supervision. Ability to work with customers and assist them in finding solutions to their computer problems. Ability to communicate effectively both orally and in writing. Ability to prioritize and organize many tasks simultaneously.

Associates Degree in Accounting Finance, or Business Administration and one (1) year experience in an accounting position.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is an office setting. Most duties are performed while sitting at a desk, table or workstation. This position may be required to perform duties requiring heavy lifting up to fifty (50) pounds. This position has regular exposure to radiant and electrical energy found in an office environment.